

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

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| SUBJECT: 2011 State Holidays for Excluded Employees | REFERENCE NUMBER: 2010-029 |
| DATE ISSUED: 11/08/10 | SUPERSEDES: |

This memorandum should be forwarded to:

**Personnel Officers
Employee Relations Officers**

FROM: Department of Personnel Administration
Labor Relations Division

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The following chart shows the 2011 holiday schedule for excluded employee.

| 2011 – Holiday Schedule – Excluded Employees | |
|---|----------------------------|
| Saturday, January 1 | New Year's Day |
| Monday, January 17 | Martin Luther King Jr. Day |
| Monday, February 21 | President's Birthday |
| Thursday, March 31 | Cesar Chavez Day |
| Monday, May 30 | Memorial Day |
| Monday, July 4 | Independence Day |
| Monday, September 5 | Labor Day |
| Friday, November 11 | Veteran's Day |
| Thursday, November 24 | Thanksgiving Day |
| Friday, November 25 | Day after Thanksgiving |
| Monday, December 26 | Christmas Day* |

* When a holiday falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed.

In addition to the holidays listed, excluded employees receive one personal holiday per Fiscal Year.

To be eligible for a personal holiday, an employee must either be: (a) appointed to a class that requires a probationary period; (b) appointed to an exempt position where leave credits are earned; or (c) appointed to a Career Executive Assignment (CEA) for more than six months. Once eligible employees complete six months of their initial probationary period, they are credited with a personal holiday for the current Fiscal Year. Thereafter, the personal holiday is credited on July 1 of each year.

Employees with a collective bargaining identified as "E" are ineligible to receive a personal holiday (e.g. Seasonal Clerk).

Personnel staff with questions about this memo should contact the Department of Personnel Administration's Personnel Services Branch at the phone number or email address listed above.

/s/Julie Chapman

Julie Chapman
Chief Deputy Director